



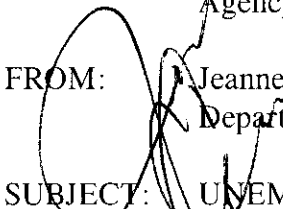
DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150

MEMO PERD #03/01

January 25, 2001

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives

FROM:  Jeanne Greene, Director
Department of Personnel

SUBJECT: UNEMPLOYMENT CLAIMS MANAGEMENT TRAINING CLASS

In an effort to control costs related to unemployment claims, the Governor has requested appropriate personnel from each agency attend an Unemployment Claims Management Training Class. This class will provide staff with the information needed to effectively process unemployment claims in an effort to decrease the State's claims.

The class will be presented on four different occasions by staff from the Employment Security Division and the Department of Personnel. The class schedule and related information is shown in the table below:

DATE	LOCATION	TIME
February 23, 2001	Stewart Training Facility Room #216 - Carson City	8:30 a.m. - 10:30 a.m.
February 27, 2001	Stewart Training Facility Room #216 - Carson City	8:30 a.m. - 10:30 a.m.
February 27, 2001	Stewart Training Facility Room #216 - Carson City	1:00 p.m. - 3:00 p.m.
March 8, 2001	Sawyer Building Room #1412 - Las Vegas	1:00 p.m. - 3:00 p.m.

To register for the class, please complete a Training Request Form (TR-17) and mail or fax to:

January 25, 2001

Page 2

Department of Personnel - Training
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 687-4120 Voice
(775) 687-1868 Fax

Thank you for your efforts in assisting us in controlling these costs. If you have any questions or need additional information please contact our Training Section at the number shown above.

JG:cp

cc: Nancy Oakley, Employment Security Department